

REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS AUDIT EXAMINATION OF THE MARION COUNTY FISCAL COURT

Fiscal Year Ended June 30, 1999

EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS WWW.KYAUDITOR.NET

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CERTIFICATION OF COMPLIANCE – LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS



Edward B. Hatchett, Jr. Auditor of Public Accounts

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable David R. Hourigan, Marion County Judge/Executive
Members of the Marion County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of assets, liabilities, and fund balances arising from cash transactions of Marion County, Kentucky, as of June 30, 1999, and the related statement of cash receipts, cash disbursements, and changes in cash balances for the year then ended. These financial statements are the responsibility of the Marion County Fiscal Court. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the third paragraph below, we conducted our audit in accordance with generally accepted auditing standards, <u>Government Auditing Standards</u> issued by the Comptroller General of the United States, and the <u>Audit Guide for Fiscal Court Audits</u> issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The internal controls and accounting system of the Jail Commissary Fund should be improved. The Jailer's receipts ledger for the Jail Commissary Fund was not accurately posted. Telephone commissions and interest payments were deposited to the Jail Commissary Fund, but were not recorded on the receipts ledger. We also noted that several voided receipts were posted to the receipts ledger, prenumbered receipts were not issued in numeric order, bond fees were not recorded, cash was received and paid to prisoners on work release but not recorded, monthly reports of Jail Commissary receipts and disbursements were not prepared, and invoices were not found for two of the expenditures tested. In addition, the Jailer did not maintain daily checkout sheets so we could not reconcile to the deposit tickets. After the receipts ledger was adjusted to include the telephone commissions and interest earned, recorded receipts exceeded deposits by \$6,041. We were unable to determine if this was due to recording errors or undeposited receipts.

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Marion County, Kentucky, prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky. Consequently, certain revenues and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when a liability is incurred. The cash basis accounting system does not require an entity to maintain a general fixed asset group or a general long-term debt group of accounts. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, except for effects of the weak internal controls and accounting system of the Jail Commissary Fund, if any, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and fund balances arising from cash transactions of Marion County, Kentucky, and the related statement of cash receipts, cash disbursements, and changes in cash balances as of and for the year ended June 30, 1999, in conformity with the cash basis of accounting described above.

Our audit was performed for the purpose of forming an opinion on the financial statements of Marion County, Kentucky, taken as a whole. The information provided on the accompanying schedules is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements, and in our opinion, is fairly presented, in all material respects, in relation to the financial statements taken as a whole.

Based on the results of our audit, we present the accompanying comments and recommendations, included herein, which discusses the following areas of noncompliance:

- The County Treasurer Should Prepare And Publish An Annual Settlement
- The County Judge/Executive Should Present All Claims To The Fiscal Court For Review
- The County Should Budget All Expected Receipts And Expenditures And Include All Funds In The Financial Statements
- Accurate Accounting Records Should Be Maintained By The County
- Jailer Should Improve The Accounting System Of The Jail Commissary Fund And Strengthen Internal Controls
- Jail Telephone Commissions Should Be Paid To The County Treasurer
- Fiscal Court Should Take The Necessary Steps To Ensure That Health Insurance Premiums Are Properly Withheld From Employee Payroll Checks

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In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated March 15, 2000, on our consideration of Marion County, Kentucky's compliance with certain provisions of laws, regulations, contracts, and grants, and internal control over financial reporting.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - March 15, 2000

MARION COUNTY OFFICIALS

June 30, 1999

David R. Hourigan County Judge/Executive

Joseph H. Mattingly, III County Attorney
Samuel Edward Lee, III County Clerk

Kim May Circuit Court Clerk

Carroll Kirkland Sheriff
Charles L. Webb Jailer

Raphael Spalding Property Valuation Administrator

Donald J. George County Treasurer

Bobby A. Hardin Coroner
William Kelley Bradshaw, Jr. Magistrate
J.B. Thomas Magistrate
Robert G. Craig, Sr. Magistrate
Joseph D. Thompson Magistrate

STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES ARISING FROM CASH TRANSACTIONS

MARION COUNTY STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES ARISING FROM CASH TRANSACTIONS

June 30, 1999

Assets and Other Resources

Assets

General Fund:	
Cash	\$ 217,190
Road and Bridge Fund:	
Cash	2,317
Jail Fund:	
Cash	179,239
Due from Jail Commissary Fund	14,099
Jail Commissary Fund:	
Cash	40,387
Local Government Economic Assistance Fund:	
Cash	37,999
Ambulance Service Fund:	
Cash	9,249
Public Properties Corporation Fund:	
Cash - Fair Association Account	4,184
Cash - Jail Construction Account	529,572
Social Security Account - Cash	4,094
Health Insurance Account - Cash	3,169
Other Resources	
Public Properties Corporation Fund:	
Amounts to be Provided in Future Years for Note Principal Payments	 5,357,886
Total Assets and Other Resources	\$ 6,399,385

MARION COUNTY STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES ARISING FROM CASH TRANSACTIONS June 30, 1999 (Continued)

Liabilities and Fund Balances

Liabilities

Jail Commissary Fund: Due to Jail Fund	\$ 14,099
Public Properties Corporation Fund:	
Note Payable (Note 4A)	24,000
Note Payable (Note 4B)	5,333,886
Social Security Revolving Account	4,094
Health Insurance Account	3,169
Fund Balances	
Reserved:	
Jail Commissary Fund	26,288
Ambulance Service Fund	9,249
Public Properties Corporation Fund	533,756
Unreserved:	
General Fund	217,190
Road and Bridge Fund	2,317
Jail Fund	193,338
Local Government Economic Assistance Fund	 37,999
Total Liabilities and Fund Balances	\$ 6,399,385

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

MARION COUNTY STATEMENT OF CASH RECEIPTS. CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

Fiscal Year Ended June 30, 1999

Cash Receipts	Totals (Memorandum Only)		General Fund		Road and Bridge Fund		Jail Fund	
<u>Casii Receipts</u>	Oii	<u> </u>	1 'ul	liu	Tu	liu	Jan	Tuliu
Schedule of Operating Revenue Transfers In Kentucky Advance Revenue Program Jail Commissary Fund Receipts	\$	6,277,829 540,120 980,040 167,193	\$	3,051,237 35,000 929,960	\$	1,039,505 97,500 50,080	\$	1,455,477 267,620
Total Cash Receipts	\$	7,965,182	\$	4,016,197	\$	1,187,085	\$	1,723,097
Cash Disbursements								
Comparative Schedule of Final Budget and Budgeted Expenditures Public Properties Corporation Fund	\$	5,590,848	\$	2,409,385	\$	1,082,680	\$	1,477,216
Expenditures Transfers Out Borrowed Money Repaid		1,671,154 540,120 120,114		482,500		52,500		116,114
Kentucky Advance Revenue Program Repaid Jail Commissary Fund Expenditures		980,040 152,700		929,960		50,080		-,
Total Cash Disbursements	\$	9,054,976	\$	3,821,845	\$	1,185,260	\$	1,593,330
Excess (Deficiency) of Cash Receipts Over (Under) Cash Disbursements Cash Balance - July 1, 1998*	\$	(1,089,794) 2,109,931	\$	194,352 22,838	\$	1,825 492	\$	129,767 49,472
Cash Balance - June 30, 1999*	\$	1,020,137	\$	217,190	\$	2,317	\$	179,239

^{*} Cash Balance Includes Investments

MARION COUNTY STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES Fiscal Year Ended June 30, 1999 (Continued)

		Loca	al						
			ernment			Public			
Jail			nomic		bulance	1		_	
	nmissary		stance	Serv			poration	Gra	
Fun	<u>a</u>	Func	1	Fun	d	Fun	ıd	Fun	d
\$		\$	27,566	\$	236,933 140,000			\$	240,181
	167,193								
\$	167,193	\$	27,566	\$	376,933	\$	226,930	\$	240,181
\$		\$		\$	381,386	\$		\$	240,181
						1,671,154 5,120			
							4,000		
	152 500								
	152,700								
\$	152,700	\$	0	\$	381,386	\$	1,680,274	\$	240,181
\$	14,493	\$	27,566	\$	(4,453)	\$	(1,453,344)	\$	0
Ψ	25,894	Ψ	10,433	Ψ	13,702	Ψ	1,987,100	Ψ	
\$	40,387	\$	37,999	\$	9,249	\$	533,756	\$	0
: ===									

MARION COUNTY NOTES TO FINANCIAL STATEMENTS

June 30, 1999

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The financial statements of Marion County include the funds, agencies, boards, and entities for which the fiscal court is financially accountable. Financial accountability, as defined by Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, as amended by GASB 14, was determined on the basis of the government's ability to significantly influence operations, select the governing authority, participate in fiscal management and the scope of public service. Based upon the application of the criteria stated in GASB 14, management has included the Jail Commissary Fund and the Marion County Public Properties Corporation as part of the reporting entity.

B. Fund Accounting

Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. The government uses funds to report on its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts.

C. Basis of Accounting

The financial statements were prepared on a cash basis of accounting pursuant to Kentucky Revised Statute (KRS) 68.210 as recommended by the State Local Finance Officer. Consequently, certain revenues and related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when a liability is incurred. The cash basis accounting system does not require an entity to maintain a general fixed asset group or a general long-term debt group of accounts.

D. <u>Legal Compliance - Budget</u>

The Marion County budget is adopted on a cash basis of accounting and laws of Kentucky as required by the State Local Finance Officer. The County Judge/Executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the State Local Finance Officer. Expenditures may not exceed budgeted appropriations at the activity level.

E. Cash and Investments

Cash includes amounts in bank accounts, and investments are stated at cost. Investments may include certificates of deposit on the financial statements; however, for the purpose of disclosing credit risk (Note 3), investments exclude certificates of deposit.

MARION COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 1999 (Continued)

Note 1. (Continued)

E. Cash and Investments (Continued)

KRS 66.480 authorizes the county to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county has elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system which covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 8.22 percent. Hazardous covered employees are required to contribute 7 percent of their salary to the plan. The county's contribution rate for hazardous employees was 18.85 percent.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report.

Note 3. Deposits

The county maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the county and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. As of September 11, 1998, the bank balances were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the county's agent in the county's name, or provided surety bond which named the county as beneficiary/obligee on the bond. However, as of June 30, 1999, the collateral and FDIC insurance together did not equal or exceed the amount on deposit, leaving \$51,801 of public funds uninsured and unsecured. In addition, the county did not have a written agreement with the depository institution securing the county's interest in the collateral.

MARION COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 1999 (Continued)

Note 3. Deposits (Continued)

The county's deposits are categorized below to give an indication of the level of risk assumed by the county as of June 30, 1999.

	Bank	Balance
Collateralized with securities held by the county's agent in the county's name	\$	844,236
Uncollateralized and uninsured		51,801
Total	\$	896,037

Note 4. Long-Term Debt

- A. On June 21, 1995, the Marion County Public Properties Corporation borrowed \$40,000 from Citizens National Bank for the purposes of funding improvements made to the Floral Hall at the Marion County Fairgrounds. Interest is payable semiannually at the rate of 5.81 percent. The note is to be repaid upon demand. As of June 30, 1999, the balance of the note was \$24,000.
- B. On June 10, 1998, the Marion County Public Properties Corporation entered into a contract, lease, and option in the amount of \$5,450,000 from Community Trust Bank, F.S.B for the purpose of funding the expansion of the Marion County Detention Center. The estimated cost of the expansion was \$1,990,046; the remaining balance of the contract, lease, and option was used to pay off the financing statement with Star Bank, N.A. for the original construction. The date of the final maturity of the obligation is May 1, 2018. As of June 30, 1999, the outstanding balance was \$5,333,886.

Note 5. Lease-Purchase Agreement

The county has entered into the following lease-purchase agreement:

	Purchase	Maturity	Interest		
Description	Date	Date	Rate	A	Amount
Lease Purchase Agreement:					
Various Equipment and					
Vehicles	12/02/96	05/15/06	6.25	\$	56,869

MARION COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 1999 (Continued)

Note 6. Health Insurance Premiums

Subsequent to June 30, 1998, it was noted that the county had not been properly withholding family plan health insurance premiums from employees' salaries. During the period July 1, 1996 through June 30, 1999, the estimated amount not withheld was in excess of \$33,000. During the fiscal year ended June 30 1999, the estimated amount is \$13,855. Fiscal Court is currently attempting to recoup these funds through the County Treasurer's bond.

COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

MARION COUNTY COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

Fiscal Year Ended June 30, 1999

Budgeted Funds	Ope	Budgeted Operating Revenue		ual rating enue	Over (Under) Budget	
General Fund Road and Bridge Fund Jail Fund Local Government Economic Assistance Fund Ambulance Service Fund Grant Fund	\$	3,496,981 1,234,965 1,577,158 10,000 415,000 421,000	\$	3,051,237 1,039,505 1,455,477 27,566 236,933 240,181	\$	(445,744) (195,460) (121,681) 17,566 (178,067) (180,819)
Totals	\$	7,155,104	\$	6,050,899	\$	(1,104,205)
Reconciliation Total Budgeted Operating Revenue Above					\$	7,155,104
Add: Budgeted Prior Year Surplus Less: Other Financing Uses						144,530 (1,187,605)
Total Operating Budget Per Comparative Schedule Of Final Budget and Budgeted Expenditures					\$	6,112,029





MARION COUNTY SCHEDULE OF OPERATING REVENUE

Fiscal Year Ended June 30, 1999

	(Totals Memorandum Only)		lemorandum General		Road and Bridge Fund		Jail Fund	
Revenue From Local Taxes and Excess Fees								
Sheriff:								
Taxes	\$	448,121	\$	448,121	\$		\$	
Excess Fees		38,599		38,599				
County Clerk:								
Deed Transfer Tax		54,194		54,194				
Delinquent Taxes		4,814		4,814				
Commercial License		7,148		7,148				
Excess Fees		65,361		65,361				
Tangible Personal Property Taxes:								
Other Counties		8,275		8,275				
County Clerk		63,189		63,189				
Occupational Employment Tax		1,205,011		1,205,011				
Totals	\$	1,894,712	\$	1,894,712	\$	0	\$	0
Federal Receipts - State Treasurer								
Community Development Block Grant - Finley Ridge Waterline Project	\$	165,181	\$		\$		\$	
Disaster and Emergency Assistance Grant - 1997 Flood Relief		10,407		10,407				
Totals	\$	175,588	\$	10,407	\$	0	\$	0
Kentucky State Treasurer								
Jail:								
Allotments Medical Allotments DUI Service Fees Controlled Intake County Road Aid Rural Secondary Road Aid	\$	50,690 3,977 3,235 868,196 644,073 120,000	\$		\$	644,073 120,000	\$	50,690 3,977 3,235 868,196
Emergency Road Aid		97,111				97,111		

Local Government Economic Assistance Fund	Ambulance Service Fund	Public Properties Corporation Fund	Grant Fund
\$	\$	\$	\$
\$ 0	\$ 0	\$ 0	\$ 0
\$	\$	\$	\$ 165,181
\$ 0	\$ 0	\$ 0	\$ 165,181
\$	\$	\$	\$

	(Totals Memorandum Only)			Road and General Bridge Fund Fund		Jail Fund		
Kentucky State Treasurer (Continued)								
Transportation of Parochial School Children	\$	34,226	\$	34,226	\$		\$	
Truck License Distribution	Ψ	161,449	Ψ	57,220	Ψ	161,449	Ψ	
Election Expense Reimbursement Courthouse Rental - Administrative		8,670		8,670		101,119		
Office of the Courts		62,603		62,603				
Omitted Tangible Tax Refunds:		2,836		2,836				
Legal Process Taxes		102		102				
Dog Licenses		15		15				
Severance Taxes:								
Mineral		27,125						
Board of Assessments		250		250				
Grants:								
Loretto Child Care Center Project		75,000						
Disaster and Emergency Services		4.005		4.007				
Reimbursement		4,037		4,037				
Totals	\$	2,163,595	\$	112,739	\$	1,022,633	\$	926,098
Miscellaneous Revenue								
Interest	\$	78,207	\$	6,259	\$	2,880	\$	623
Interest On Other Investments		26,314		24,969		1,345		
Circuit Court Clerk:		44 60						44.60#
Court Costs and Jail Operation		11,685						11,685
Bond Acceptance Fees		5,305						5,305
Work Release Contracts with Government		15,435						15,435
		443,833						443,833
Agencies County Fair and Shows		158,993						443,033
County I'all allu Silows		150,773						

Local			
Government		Public	
Economic	Ambulance	Properties	
Assistance	Service	Corporation	Grant
Fund	Fund	Fund	Fund
\$	\$	\$	\$

27,125

			75,000
\$ 27,125	\$ 0	\$ 0	\$ 75,000
\$ 441	\$ 67	\$ 67,937	\$

			Ger Fur	neral nd	Road and Bridge Fund		Jail Fund	
Miscellaneous Revenue (Continued)								
Licenses and Permits:								
Cable TV Franchise	\$	1,933	\$	1,933	\$		\$	
Charges for Services:								
Garbage Collection		948,334		948,334				
Landfill Users		9,758		9,758				
Dog Pound		1,406		1,406				
Ambulance Service		236,532						
Reimbursements:								
Insurance		17,368		17,368				
Miscellaneous Items		88,831		23,352		12,647		52,498
Totals	\$	2,043,934	\$	1,033,379	\$	16,872	\$	529,379
Total Operating Revenue	\$	6,277,829	\$	3,051,237	\$	1,039,505	\$	1,455,477

Local							
Governm	ent			Publi	c		
Economic	c	Ambı	ılance	Prope	erties		
Assistan	ce	Servi	ce		oration	Gran	t
Fund		Fund		Fund		Fund	
\$		\$		\$		\$	
			236,532				
			334				
\$	441	\$	236,933	\$	226,930	\$	0
\$ 2	7,566	\$	236,933	\$	226,930	\$	240,181

COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

MARION COUNTY COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

Fiscal Year Ended June 30, 1999

	Final Budget		Budgeted Expenditures		Under (Over) Budget	
GENERAL FUND						
General Government						
Office of County Judge/Executive:						
Salaries- County Judge/Executive	\$	53,277	\$	52,291	\$	986
Deputy County Judge/Executive	Ψ	27,912	Ψ	27,335	Ψ	577
Travel		1,000		880		120
Office of County Attorney: Salaries-						
County Attorney		32,554		30,979		1,575
Secretary		6,574		5,498		1,076
Office of County Clerk:						
County Clerk Salary		3,600		3,600		
Office Supplies		23,000		18,094		4,906
Office of County Coroner:						
Salaries-						
County Coroner		4,800		4,476		324
Deputy Coroner		1,800		1,799		1
Fiscal Court:						
Elected County Officials		30,000		26,128		3,872
Office of Property Valuation Administrator:						
Program Support		21,526		21,275		251
Office of Board of Assessment Appeals: Board and Committee Members Fees		1,000		500		500
Office of County Treasurer:						
County Treasurer Salary		27,312		25,995		1,317

	Final Budget		Budgeted Expenditur	res	Under (Over) Budget	
GENERAL FUND (Continued)						
General Government (Continued)						
County Law Library:						
Law Librarian Salary	\$	600	\$		\$	600
Elections:						
Per Diem-						
Election Commissioners		2,000		1,920		80
Election Officers		10,000		9,470		530
Election Tabulator		500		295		205
Rental of Precincts		600		490		110
Other Supplies		27,000	2	4,259		2,741
Economic Development:						
Program Support		70,000	7	0,000		
Courthouse:						
Salaries-						
Custodial Personnel		37,000	3	5,152		1,848
Telephone		30,000	2	8,764		1,236
Utilities		47,000	3	6,306		10,694
Office Rent		6,500		6,000		500
Data Processing		12,000		9,829		2,171
Courthouse Maintenance		27,000		3,518		3,482
Courthouse Supplies		55,000		4,959		41
Custodial Supplies		12,000		8,583		3,417
Pest Control		1,000		455		545
Laundry Services		2,000		1,964		36
Postage		12,000	1	1,424		576
Protection to Persons and Property						
County Fire Department:						
Program Support		60,000	5	1,076		8,924
Rescue Squad:						
Program Support		7,500		7,500		

GENERAL FUND (Continued)	Final Budget		Budgeted Expenditures		Under (Over) Budget	
Protection to Persons and Property (Continu	ued)					
Trotection to reisons and rioperty (Continu	ucu)					
Disaster and Emergency Services: Program Support Utilities	\$	8,000 6,500	\$	6,720 6,142	\$	1,280 358
Emergency Dispatch Service: Dispatch Service		40,000		38,962		1,038
Office of Public Defender: Program Support		2,063		2,062		1
General Health and Sanitation						
Animal Control: Salaries Supplies		20,000 15,000		18,126 11,425		1,874 3,575
Solid Waste Collection: Solid Waste Transfer Machinery and Equipment Collection Salaries		430,000 90,000 265,000		420,735 87,948 248,444		9,265 2,052 16,556
Soil and Water Conservation: Program Support		15,000		15,000		
Social Services						
Senior Citizens Program: Program Support		4,500		4,413		87
Bus Services						
Transportation of School Children		42,000		41,658		342
Other Transportation Facilities and Services	<u>3</u>					
Motor Vehicles	-	140,000		127,949		12,051

	Final Budget		Budgeted Expenditures		Under (Over) Budget	
GENERAL FUND (Continued)						
Recreation and Culture						
Other Recreation Program: Program Support	\$	120,000	\$	110,325	\$	9,675
Debt Service						
Lease: Principal on Lease Interest on Lease		124,000 20,000		123,721 7,752		279 12,248
Kentucky Advance Revenue Program - Interest		24,942		20,345		4,597
Capital Projects						
Consultants		50,000		27,083		22,917
<u>Administration</u>						
General Services:						
Audit Services		20,000		13,328		6,672
Insurance Repla Charges		70,000 1,000		55,337 37		14,663 963
Bank Charges KACO Memberships		2,000		1,775		225
Contingent Appropriations:						
Reserve for Transfer		2,189				2,189
Fringe Benefits:						
County Contributions-		50,000		45 075		4.025
Social Security Retirement		50,000 90,000		45,975 85,550		4,025 4,450
Health Insurance		200,000		183,836		16,164
Life Insurance		33,000		31,978		1,022
Worker's Compensation		60,000		56,119		3,881
Unemployment Insurance		16,000		15,826		174

	Final Budget		Budgeted Expenditures		Under (Over) Budge)
GENERAL FUND (Continued)						
Total Operating Budget	\$	2,615,249	\$	2,409,385	\$	205,864
Other Financing Uses: Kentucky Advance Revenue Program- Principal		933,940		929,960		3,980
Total General Fund	\$	3,549,189	\$	3,339,345	\$	209,844
ROAD AND BRIDGE FUND						
Office of Road Supervisor/Engineer: Road Supervisor Salary	\$	30,353	\$	29,606	\$	747
Road Maintenance: Road Workers Salaries Road Materials Crushed Stone and Gravel Gasoline Machinery and Equipment		203,000 165,000 466,000 65,000 105,000		193,729 160,618 457,213 53,305 84,114		9,271 4,382 8,787 11,695 20,886
<u>Debt Service</u>						
Kentucky Advance Revenue Program - Interest		2,110		1,096		1,014
Administration						
General Services: Bank Charges		1,000				1,000
Contingent Appropriations: Reserve for Transfers		1,340				1,340
Fringe Benefits: County Contributions- Retirement Social Security Health Insurance		22,000 20,000 70,000		18,674 16,253 68,072		3,326 3,747 1,928

ROAD AND BRIDGE FUND (Continued)	Final Budget		Budgeted Expenditures		Under (Over) Budge)
KOAD AND BRIDGE FOND (Continued)						
Total Operating Budget	\$	1,150,803	\$	1,082,680	\$	68,123
Other Financing Uses: Kentucky Advance Revenue Program- Principal		98,665		50,080		48,585
Total Road and Bridge Fund	\$	1,249,468	\$	1,132,760	\$	116,708
JAIL FUND						
Protection to Persons and Property						
Office of Jailer: Personnel Services- Salaries-						
Jailer	\$	53,277	\$	50,624	\$	2,653
Deputies		545,000		538,430		6,570
Contracts with Government		2.500		200		2 200
Agencies		2,500		300		2,200
Operations-		24,000		22.270		1 701
Cleaning Supplies		34,000		32,279		1,721
Office Supplies		25,000 6,500		24,945 6,388		55 112
Data Processing Food		203,000		•		
Linens		3,500		201,098 3,477		1,902 23
Prisoner Clothing		7,500		2,627		4,873
Routine Medical		102,500		90,130		12,370
Staff Uniforms		15,000		10,164		4,836
Utilities		65,000		64,556		444
Telephone		10,000		8,831		1,169
Gasoline		3,600		2,252		1,348
Pest Control		1,000		720		280
Miscellaneous Operating Expense		4,000		3,988		12
Maintenance-						
Building Repairs		22,000		21,031		969
Equipment Repairs		30,000		29,399		601
Juvenile Detention-						
Contracts with Government						
Agencies		25,000		18,801		6,199

	Final Budget		Budgeted Expenditures		Under (Over) Budget	
JAIL FUND (Continued)						
Debt Service						
Borrowed Money: Interest on Notes Payable	\$	231,000	\$	269,223	\$	(38,223)
Administration						
General Services: Membership Dues		600		550		50
Fringe Benefits: County Contributions- Retirement Social Security Health Insurance		44,500 45,500 10,000		44,170 43,257 9,976		330 2,243 24
Total Operating Budget	\$	1,489,977	\$	1,477,216	\$	12,761
Other Financing Uses: Debt Service- Principal on Notes Payable		155,000		116,114		38,886
Total Jail Fund	\$	1,644,977	\$	1,593,330	\$	51,647
LOCAL GOVERNMENT ECONOMIC <u>ASSISTANCE FUND</u>						
Roads						
Road Maintenance: Road Materials	\$	20,000	\$	0	\$	20,000
AMBULANCE SERVICE FUND						
Protection to Persons and Property						
Ambulance Service: Salaries- Medical Personnel	\$	275,000	\$	270,369	\$	4,631

AMBULANCE SERVICE FUND (Continu	Final Budget ued)		Budgeted Expenditures		Under (Over) Budge)
<u>Protection to Persons and Property</u> (Continu	ued)					
Ambulance Service: (Continued) Salaries- (Continued) Temporary/Part-Time Personnel	\$	2,000	\$	943	\$	1,057
Office Supplies	Φ	60,000	Φ	943 44,845	Φ	1,037
Maintenance		15,000		12,824		2,176
Gasoline		8,000		5,342		2,658
Telephone		4,000		565		3,435
General Services:						
Bank Charges		1,000		174		826
<u> </u>		ŕ				
Fringe Benefits:						
County Contributions-		22 000		20.501		1 400
Retirement		22,000		20,591		1,409
Social Security Health Insurance		20,000 8,000		19,692 6,041		308 1,959
Treath histrance		0,000		0,041		1,939
Total Ambulance Service Fund	\$	415,000	\$	381,386	\$	33,614
GRANT FUND						
Social Services						
Services To Children And Youth: General Welfare - Loretto Child Care Center Project	\$	75,000	\$	75,000	\$	
Capital Projects						
Other Capital Projects- Gap Knob Water Project Finley Ridge Water Project		346,000		165,181		346,000 (165,181)
Total Grant Fund	\$	421,000	\$	240,181	\$	180,819

					Unde	r
	Final		Bud	geted	(Ove	r)
	Budg	get	Expenditures		Budget	
Total Operating Budget - All Funds	\$	6,112,029	\$	5,590,848	\$	521,181
Other Financing Uses:						
Kentucky Advance Revenue Program-						
Principal		1,032,605		980,040		52,565
Debt Service-						
Principal on Notes Payable		155,000		116,114		38,886
TOTAL BUDGET - ALL FUNDS	\$	7,299,634	\$	6,687,002	\$	612,632



SCHEDULE OF PUBLIC PROPERTIES CORPORATION FUND EXPENDITURES

MARION COUNTY SCHEDULE OF PUBLIC PROPERTIES CORPORATION FUND EXPENDITURES

Fiscal Year Ended June 30, 1999

Expenditure Items	Fair Association Account		Jail Construction Account		Total Public Properties Corporation	
Utilities	\$	5,704	\$		\$	5,704
Repairs and Maintenance		4,308				4,308
Supplies		218				218
Office Supplies		1,019				1,019
Advertising		1,750				1,750
Harness Racing		86,473				86,473
English Saddle Horse Show		950				950
Western Horse Show		6,055				6,055
General Fair Expense		3,956				3,956
Beauty Pageants		2,882				2,882
Demolition Derby		2,432				2,432
Truck and Tractor Pulls		5,412				5,412
Dairy Show		1,261				1,261
Beef Show		969				969
4-H Shows and Exhibitions		1,359				1,359
Home Economics Floral Hall		2,000				2,000
ATV Races		2,902				2,902
Music Show		700				700
Walking Horse Show		3,482				3,482
Insurance		2,062				2,062
Interest Expense		1,648				1,648
Sundry		22,212				22,212
Professional Services				138,878		138,878
Jail Construction				1,369,659		1,369,659
Blacktop				2,413		2,413
Miscellaneous		450				450
Totals	\$	160,204	\$	1,510,950	\$	1,671,154

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Honorable David R. Hourigan, Marion County Judge/Executive Members of the Marion County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of Financial
Statements Performed In Accordance With Government Auditing Standards

We have audited the financial statements of Marion County, Kentucky, as of and for the year ended June 30, 1999, and have issued our report thereon dated March 15, 2000. Except as disclosed on page 1 of the "Independent Auditor's Report" in relation to the Jail Commissary Fund, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u> issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Marion County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u> which are described in the accompanying comments and recommendations.

- The County Treasurer Should Prepare And Publish An Annual Settlement
- The County Judge/Executive Should Present All Claims To The Fiscal Court For Review
- The County Should Budget All Expected Receipts And Expenditures And Include All Funds In The Financial Statements
- Accurate Accounting Records Should Be Maintained By The County
- Jailer Should Improve The Accounting System Of The Jail Commissary Fund And Strengthen Internal Controls

David R. Hourigan, Marion County Judge/Executive Members of the Marion County Fiscal Court Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards (Continued)

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Marion County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Marion County's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying comments and recommendations.

- The County Treasurer Should Prepare And Publish An Annual Settlement
- The County Judge/Executive Should Present All Claims To The Fiscal Court For Review
- The County Should Budget All Expected Receipts And Expenditures And Include All Funds In The Financial Statements
- Accurate Accounting Records Should Be Maintained By The County
- Jailer Should Improve The Accounting System Of The Jail Commissary Fund And Strengthen Internal Controls
- Jail Telephone Commissions Should Be Paid To The County Treasurer
- Fiscal Court Should Take The Necessary Steps To Ensure That Health Insurance Premiums Are Properly Withheld From Employee Payroll Checks

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider the following to be material weaknesses.

- The County Judge Should Present All Claims To The Fiscal Court For Review
- Jailer Should Improve The Accounting System Of The Jail Commissary Fund And Strengthen Internal Controls

David R. Hourigan, Marion County Judge/Executive Members of the Marion County Fiscal Court Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards (Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - March 15, 2000

COMMENTS AND RECOMMENDATIONS

MARION COUNTY COMMENTS AND RECOMMENDATIONS

Fiscal Year Ended June 30, 1999

STATE LAWS AND REGULATIONS:

1) The County Treasurer Should Prepare And Publish An Annual Settlement

The County Treasurer should prepare an annual settlement, as required by KRS 68.020, which requires the County Treasurer to make a full and complete settlement within thirty days after the close of each fiscal year. KRS 424.220(6) further requires the County Treasurer to prepare an annual settlement and publish it within 60 days after the close of the fiscal year. The County Treasurer published the summary sheet from his June 30th quarterly financial statement, but we could find no indication that this was approved by the fiscal court. We recommend the County Treasurer present a complete settlement to the fiscal court within 30 days, and publish an annual settlement within 60 days after the close of each fiscal year.

County Judge/Executive's Response:

None.

2) The County Judge/Executive Should Present All Claims To The Fiscal Court For Review

During the audit we discovered that the County Judge/Executive did not present all claims to the fiscal court for its review. KRS 68.275(2) states the county judge/executive shall present all claims to the fiscal court for review prior to payment and the court, for good cause shown, may order that a claim not be paid. We recommend that the County Judge/Executive comply with this statute and present all claims to the fiscal court for their review.

County Judge/Executive's Response:

None.

3) The County Should Budget All Expected Receipts And Expenditures And Include All Funds In The Financial Statements

The county received and expended from the Grant Fund \$165,180 of Community Development Block Grant funds for the Finley Ridge Water Expansion Project which was not budgeted. The Grant Fund was not included in the County's Quarterly Financial Statements as required by KRS 68.360. In accordance with KRS 68.220, the county budget should provide for all funds, including those from federal sources, expected to be expended by the county from current revenue for each fiscal year. We recommend the fiscal court include in the county's budget all moneys expected to be received and expended in a fiscal year or utilize budget amendments in accordance with KRS 68.280, which allows for the expenditure of receipts unanticipated in the original budget. We further recommend that the Grant Fund be included in the county's financial statements as required by KRS 68.360.

County Judge/Executive's Response:

None.

MARION COUNTY COMMENTS AND RECOMMENDATIONS Fiscal Year Ended June 30, 1999 (Continued)

STATE LAWS AND REGULATIONS: (Continued)

4) Accurate Accounting Records Should Be Maintained By The County

The county's appropriation ledger was not correctly posted, resulting in an inaccurate county financial statement. An accurate recording of receipts and expenditures is required by KRS 43.075(3). We noted that several expenditures were posted to improper expenditure accounts. These mispostings present inaccurate totals for line item expenditures, hindering the budget preparation process. We recommend that accurate records be maintained in the future and that all expenditures be posted to the proper expenditure accounts.

County Judge/Executive's Response:

None.

5) Jailer Should Improve The Accounting System Of The Jail Commissary Fund And Strengthen Internal Controls

A material weakness in an internal control and accounting system results when the design or operation of the system does not reduce to a relatively low level the risk that material noncompliance with laws and regulations may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. The State Local Finance Office has issued guidelines for minimum accounting and reporting standards for jail commissaries pursuant to KRS 68.210. In addition, KRS 441.135 requires the Jailer keep receipts and disbursements and annually report to the County Treasurer. During our audit, we noted:

- The receipts ledger was not accurately maintained. Telephone commissions totaling \$14,099 and interest earned totaling \$492 were deposited to the Jail Commissary Fund account, but were not posted to the receipts ledger.
- Several voided receipts were posted to the receipts ledger. Based on the adjusted Jailer's receipts ledger, receipts totaled \$173,233. Bank records indicated that only \$167,192 was deposited. We were unable to determine if the difference of \$6,041 was due to recording errors or undeposited receipts.
- Prenumbered receipts were not used in numeric order. Multiple receipt books were used at the same time.
- Cash was kept in folders and distributed to prisoners assigned to work release. No record was kept of these receipts and disbursements; therefore, they could not be audited.
- Bond fees collected were not recorded on the receipts or disbursements ledgers.
- Invoices or receipts could not be found to support two of the tested expenditures of the Jail Commissary Fund.

The Jailer should monitor his employees to determine if the internal controls over receipts and disbursements are in place and working.

Marion County Jailer's Response:

We are now making daily deposits matching our daily checkout sheets. Multiple receipt books were used because we accepted money at multiple locations (canteen, office, booking). Monthly reports are now being done.

MARION COUNTY COMMENTS AND RECOMMENDATIONS Fiscal Year Ended June 30, 1999 (Continued)

STATE LAWS AND REGULATIONS: (Continued)

6) <u>Jail Telephone Commissions Should Be Paid To The County Treasurer</u>

The Marion County Jail was paid \$30,041 in telephone commissions, of which \$15,942 was deposited into the Jail Fund and \$14,099 was deposited in the Jail Commissary Fund. All telephone commissions are county funds, which should have been given to the County Treasurer for deposit to the county's Jail Fund. We recommend that the \$14,099 deposited to the Jail Commissary Fund be transferred to the county's Jail Fund. In the future, we also recommend that all telephone commissions be deposited directly to the Jail Fund.

Marion County Jailer's Response:

A check will be written to the Jail Fund for \$14,099. All telephone commissions are now being deposited into the Jail Fund.

7) Fiscal Court Should Take The Necessary Steps To Ensure That Health Insurance Premiums Are Properly Withheld From Employee Payroll Checks

Fiscal Court's policy concerning health insurance premiums is to pay the cost of coverage for its employees; each employee may then elect to insure his/her family under the same insurance policy at his/her own cost. Such premiums are to be withheld from employee payroll checks. Prior to beginning our audit, the County Judge/Executive informed us that these premiums were not withheld for several employees. As a result of our test of payroll, we also noted several other employees who did not have the premiums withheld from their checks. Our estimate of health insurance premiums not withheld during fiscal year ended June 30, 1999 is \$13,865; our estimate of total health insurance premiums not withheld is in excess of \$33,000. We recommend that fiscal court attempt to recover these funds. We also recommend that, in the future, fiscal court take the necessary steps to ensure that these insurance premiums are withheld from employee payroll checks.

County Judge/Executive's Response:

None.

MARION COUNTY COMMENTS AND RECOMMENDATIONS Fiscal Year Ended June 30, 1999 (Continued)

PRIOR YEAR COMMENTS:

These prior year findings have not been corrected and are repeated in this report.

- 1) The County Treasurer should prepare and publish an annual settlement. This finding has not been corrected and is reported as finding numbered 1).
- 2) The County Judge/Executive should present all claims to the Fiscal Court for review.
- 3) The County should budget all expected receipts and expenditures.
- 4) Accurate accounting records should be maintained by the county.
- 5) The Jailer should improve the internal controls and accounting system of the Jail Commissary Fund.
- 6) Fiscal Court should take the necessary steps to ensure that health insurance premiums are properly withheld from employee payroll checks.
- 7) The County should not make expenditures in excess of approved budget.

CERTIFICATION OF COMPLIANCE – LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS

MARION COUNTY FISCAL COURT

Fiscal Year Ended June 30, 1999

CERTIFICATION OF COMPLIANCE

LOCAL GOVERNMENT ECONOMIC ASSISTANCE AND DEVELOPMENT PROGRAMS MARION COUNTY FISCAL COURT

The Marion County Fiscal Court hereby certifies that assistance received from the Local Government Economic Development Program and Local Government Economic Assistance Program was expended for the purpose intended as dictated by the applicable Kentucky Revised Statutes.

Name

County Judge/Executive

Name

County Treasurer